

Resume Review Checklist



AREA	Yes	No	N/A	Does the resume meet the following criteria?
LAYOUT				
<i>Typeface/Size</i>				Font that is easy to read (Calibri, Times, Arial, Cambria, etc.)
				Name: Between 16-20 point, Bold
				Contact Information (e-mail, address, phone): 10 point
				Body text: 11 or 12 point, including section headings
<i>Margins</i>				Either .75" or .5" on all sides (top, bottom, left, and right?)
<i>Dates</i>				Are all dates aligned to the right-hand side of the page?
<i>Section Headings</i>				Are the section headings easy to identify (bold, italics, underlined, etc.)?
				Are the sections organized by relevance?
<i>Consistency/Grammar</i>				Do the font styles (bold, italics, or underline) highlight information without being overused?
				Are the font styles (bold, italics, or underline) used consistently?
SECTION HEADINGS				
<i>Information in each section should be listed in reverse chronological order (most recent to least recent)</i>				
<i>Education</i>				Chatham University, Pittsburgh, PA
				Anticipated graduation date (month/year) to the right of the page
				Degree spelled out (Bachelor of _____)
				Major(s), minor(s), and/or concentration(s) listed correctly
				Cumulative GPA with scale X.X/4.0 (if 3.0 or above (Optional through Undergrad)
				Academic honors and awards with dates (Alden Scholar (Dean's List), etc.)
				Additional items may include EL seminars, study abroad, or senior thesis
<i>Work Experience</i>				Does each entry include a position title?
				Does each entry include the name of the employer?
				Does each entry include the city and state of the employer?
				Does each entry include the month and year of employment?
<i>Campus and/or Community Activities</i> <i>*ex: athletics, leadership, volunteer</i>				Does each entry include a position title (leadership roles, member, volunteer)?
				Does each entry include the name of the organization?
				Is each organization's name spelled out (no abbreviations)?
				Does each entry include the location (Chatham University, Pittsburgh, PA)?
				Does each entry include the month and year of involvement?
<i>Skills and Certifications</i>				Is the section subcategorized (computer, languages, certifications, etc.)?
				Are items separated by commas and listed across the page instead of down the page?
BULLET POINTS and MECHANICS				
<i>Bullet Points</i>				Does the entry include 3-5 responsibilities, tasks, special projects, or accomplishments to describe the experience?
				Are the responsibilities formatted in a bulleted list?
				Does each phrase in the list begin with an action verb in the correct tense (past tense for experiences with an end date, present tense for experiences in which you are still involved)?
				Are numbers, data, dollar amounts, or percentages used to quantify job duties and results (when applicable)?
<i>Mechanics</i>				Is the resume free of spelling errors?
				Is capitalization used appropriately?